User Guide:
Content Creator

Texas Education Agency

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Introduction

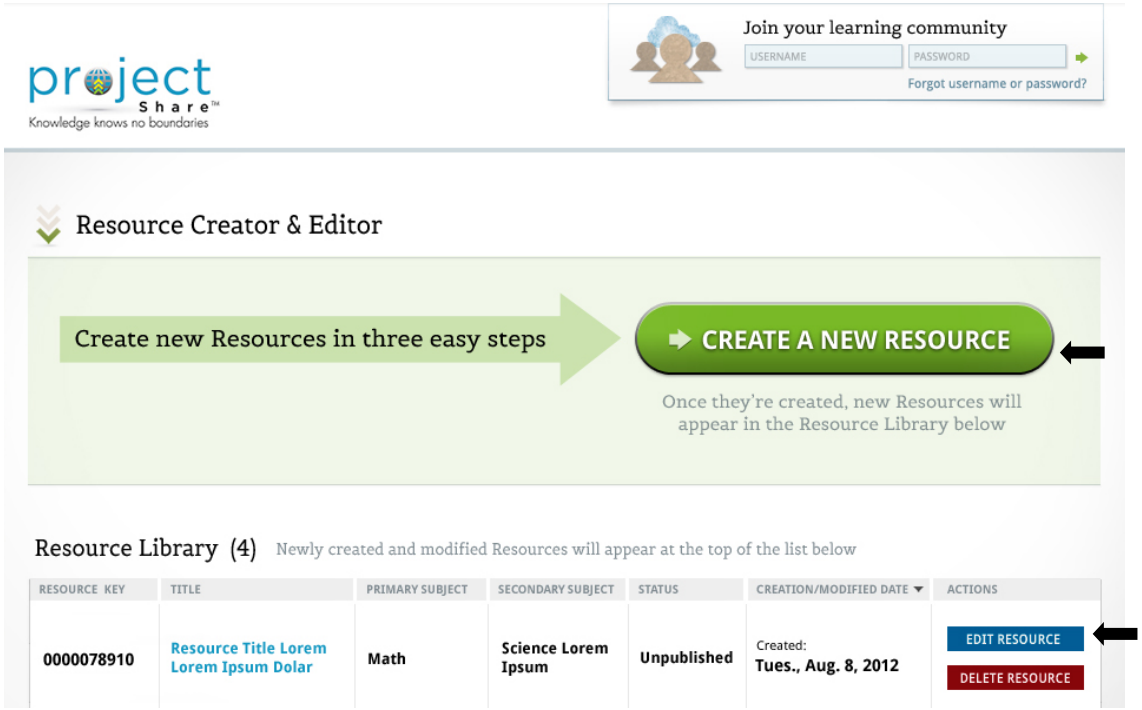
Content creation administrators have the ability to add new content to be searchable from the Project Share Gateway. Follow the steps below to get started.

Logging in and Getting Started

To login as a Project Share Admin follow these steps:

1. Go to: http://www.projectshare.com/user . For training, you will be using the following URL: http://cboyerdev.devcloud.acquia-sites.com/user/
2. Type your provided username and password.
3. Click **Login** to log into the admin interface.
4. Select **Create a New Resource** to add new content or **Edit Resource** to modify existing content.

   Note: The **Resource Library** will only display content you have created.



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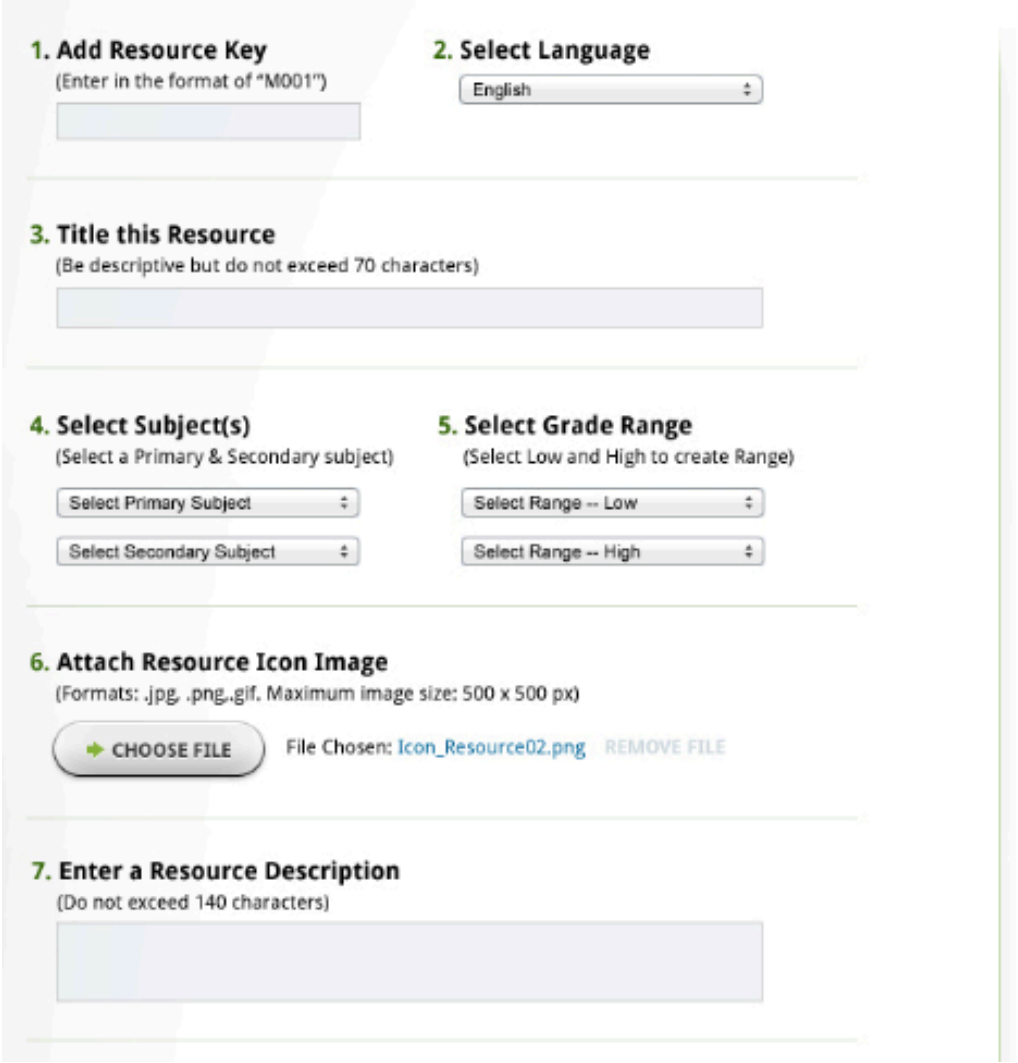
Building a New Resource

To build a new resource select **Create a New Resource** from the admin-landing page then follow the steps below.

Step One: Add Resource Information

1. Add Resource Key – the resource key should be alphanumerical. *TIP*: The Resource Key should be consistent for each content provider.
2. Select Language – select the language of the resource from the drop-down.
3. Title this Resource – type in the resource title. Cannot exceed 70 characters.
4. Select Subject(s) – select the primary and secondary (if applicable) subjects.
5. Select Grade Range – select the grade range from low to high. If one grade select the same grade level for low and high.
6. Attach Resource Icon Image – select **Choose File** to browse for resource icon. Select from existing library or upload new from your computer.
7. Enter a Resource Description – enter in the resource description. Do not exceed 140 characters.


1. Add Resource Key
(Enter in the format of "M001")
2. Select Language
English
3. Title this Resource
(Be descriptive but do not exceed 70 characters)
4. Select Subject(s)
(Select a Primary & Secondary subject)
Select Primary Subject
Select Secondary Subject
5. Select Grade Range
(Select Low and High to create Range)
Select Range -- Low
Select Range -- High
6. Attach Resource Icon Image
(Formats: .jpg, .png,.gif. Maximum image size: 500 x 500 px)
CHOOSE FILE
File Chosen: Icon_Resource02.png
REMOVE FILE
7. Enter a Resource Description
(Do not exceed 140 characters)

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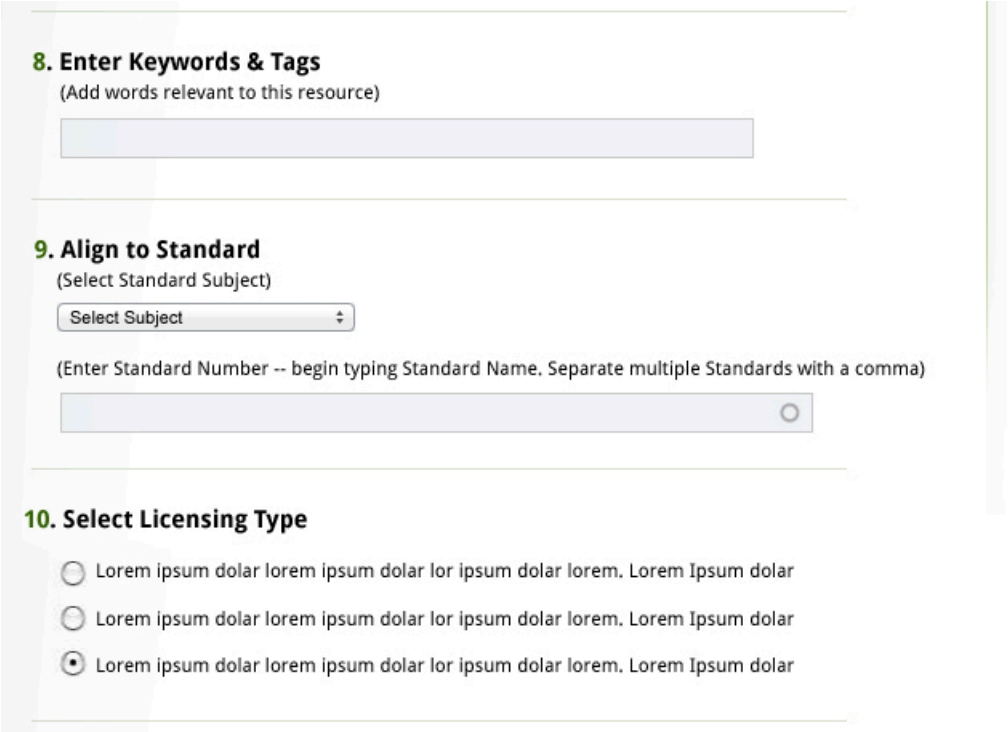
8. Enter Keywords & Tags – enter in keywords and tags. Separate each keyword with a comma.
9. Align to Standard – Select the standard subject from the drop-down then start typing the standard name or ID. Separate each aligned standard with a comma.
10. Select Licensing Type – choose appropriate license type from the list.


8. Enter Keywords & Tags
(Add words relevant to this resource)
9. Align to Standard
(Select Standard Subject)
Select Subject
(Enter Standard Number -- begin typing Standard Name. Separate multiple Standards with a comma)
10. Select Licensing Type
Lorem ipsum dolar lorem ipsum dolar lor ipsum dolar lorem. Lorem Ipsum dolar
Lorem ipsum dolar lorem ipsum dolar lor ipsum dolar lorem. Lorem Ipsum dolar
Lorem ipsum dolar lorem ipsum dolar lor ipsum dolar lorem. Lorem Ipsum dolar

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11. Add Related Items – Add Videos, Documents & Web Links

    a. Add a Video – to add a video as a related item follow these steps

        i. Title this Video – Type in the video title

        ii. Select source of video

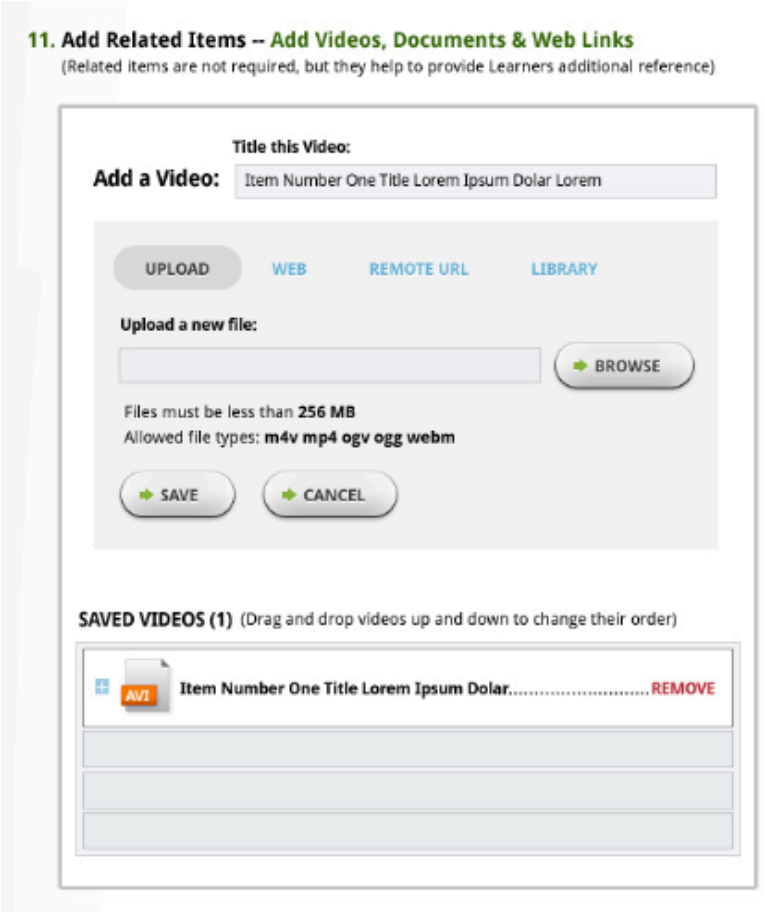
            1. Upload a new file – Select browse to upload a video from your computer

            2. Web – Copy and paste the embed url from the web

            3. Remote URL – Copy and paste the remote URL from the web

            4. Library – Search through the current Project Share library

        iii. Select **SAVE**


11. Add Related Items -- Add Videos, Documents & Web Links
(Related items are not required, but they help to provide Learners additional reference)
Title this Video:
Add a Video:
Item Number One Title Lorem Ipsum Dolar Lorem
UPLOAD
WEB
REMOTE URL
LIBRARY
Upload a new file:
BROWSE
Files must be less than 256 MB
Allowed file types: m4v mp4 ogv ogg webm
SAVE
CANCEL
SAVED VIDEOS (1) (Drag and drop videos up and down to change their order)
AVI
Item Number One Title Lorem Ipsum Dolar.....REMOVE

Note: To remove videos select **REMOVE** under the Saved Videos. Drag and drop the videos to change their order.

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b. Add a Document – to add a document as a related item follow these steps

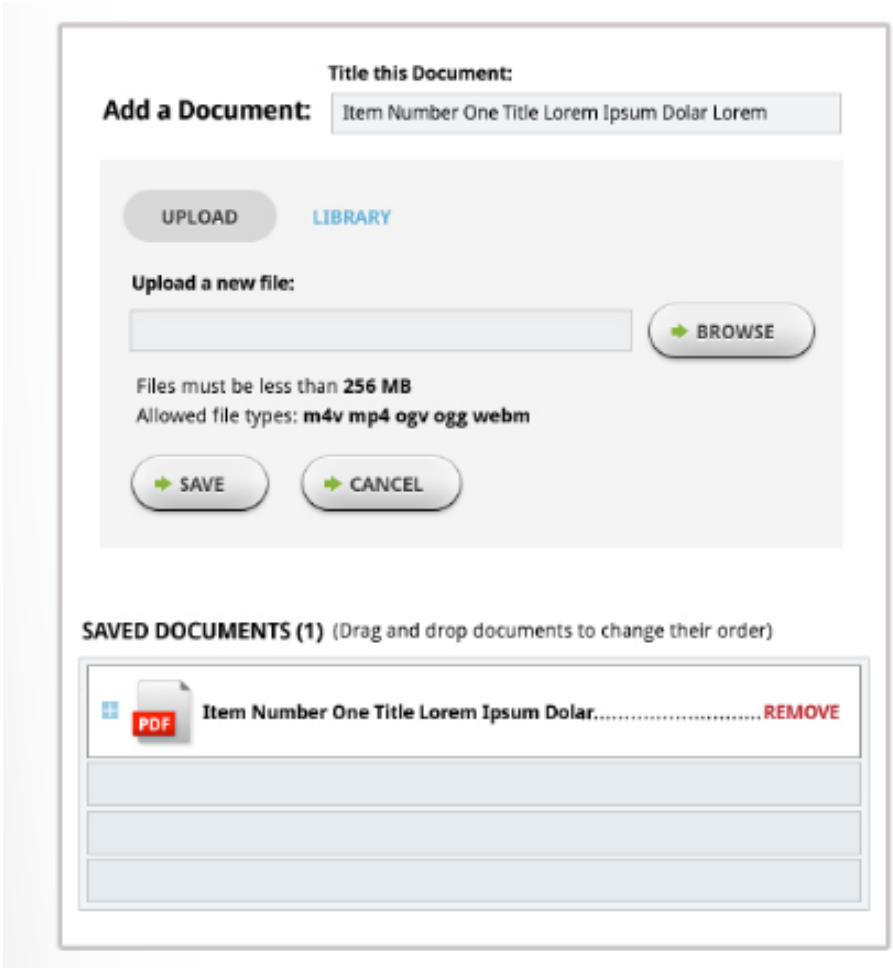
   i. Title this Document – Type in the document title

   ii. Select source of Document

      1. Upload a new file – Select browse to upload a document from your computer

      2. Library – Search through the current Project Share library

Note: To remove videos select **REMOVE** under the Saved Documents. Drag and drop the documents to change their order.


Title this Document:
Add a Document:
Item Number One Title Lorem Ipsum Dolar Lorem
UPLOAD
LIBRARY
Upload a new file:
BROWSE
Files must be less than 256 MB
Allowed file types: m4v mp4 ogv ogg webm
SAVE
CANCEL
SAVED DOCUMENTS (1) (Drag and drop documents to change their order)
PDF
Item Number One Title Lorem Ipsum Dolar.....REMOVE

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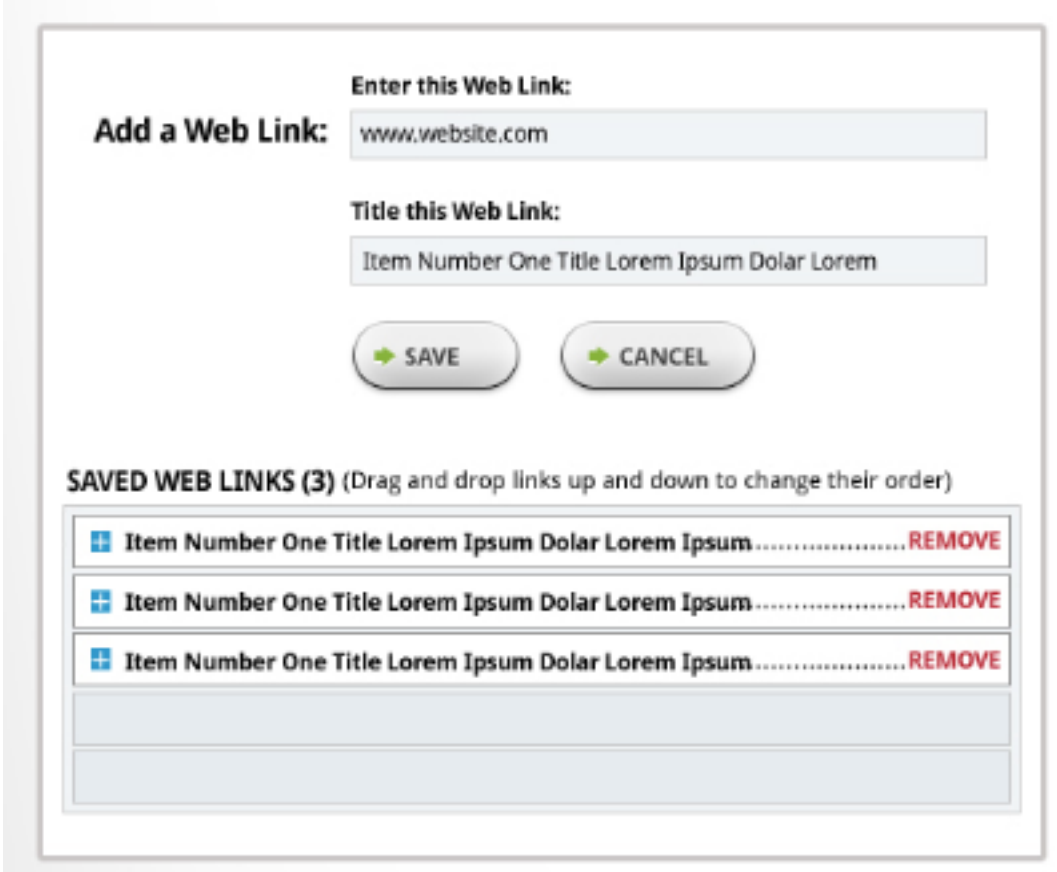
c. Add a Weblink – to add a link as a related item follow these steps

   i. Enter this Web Link – the url of the link being added

   ii. Title this Web Link – type in the title of the link

   iii. Select **Save**

Note: To remove links select **REMOVE** under the Saved Web Links. Drag and drop the links to change their order.


Add a Web Link:
Enter this Web Link:
www.website.com
Title this Web Link:
Item Number One Title Lorem Ipsum Dolar Lorem
SAVE
CANCEL
SAVED WEB LINKS (3) (Drag and drop links up and down to change their order)
Item Number One Title Lorem Ipsum Dolar Lorem Ipsum REMOVE
Item Number One Title Lorem Ipsum Dolar Lorem Ipsum REMOVE
Item Number One Title Lorem Ipsum Dolar Lorem Ipsum REMOVE

12. Select **Save & Advance to Next Step**

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Step Two: Create Content Pages

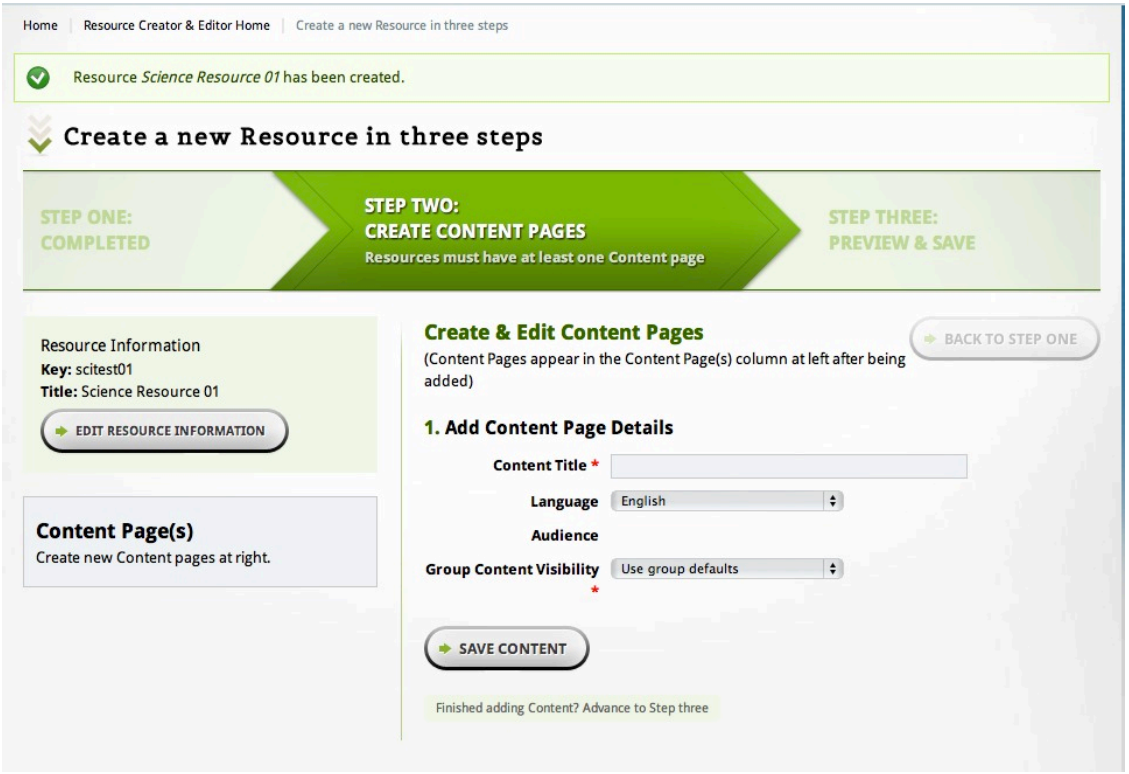
1. Add Content Details

    a. Content Title: This will be the title of the content page.

    b. Language: Users can customize each content page for various languages. *Example*: A resource may have different content when Spanish is selected as a language.

    c. Audience: Users can customize content specific to each audience type. *Example*: A resource may have different content pages for a teacher (teacher guide) than a student (activity).

    d. Group Visibility: Determines whether content page can be seen by various audiences.


Home | Resource Creator & Editor Home | Create a new Resource in three steps
Resource Science Resource 01 has been created.
Create a new Resource in three steps
STEP ONE: COMPLETED
STEP TWO: CREATE CONTENT PAGES
Resources must have at least one Content page
STEP THREE: PREVIEW & SAVE
Resource Information
Key: scitest01
Title: Science Resource 01
EDIT RESOURCE INFORMATION
Content Page(s)
Create new Content pages at right.
Create & Edit Content Pages
(Content Pages appear in the Content Page(s) column at left after being added)
BACK TO STEP ONE
1. Add Content Page Details
Content Title *
Language
English
Audience
Group Content Visibility *
Use group defaults
SAVE CONTENT
Finished adding Content? Advance to Step three

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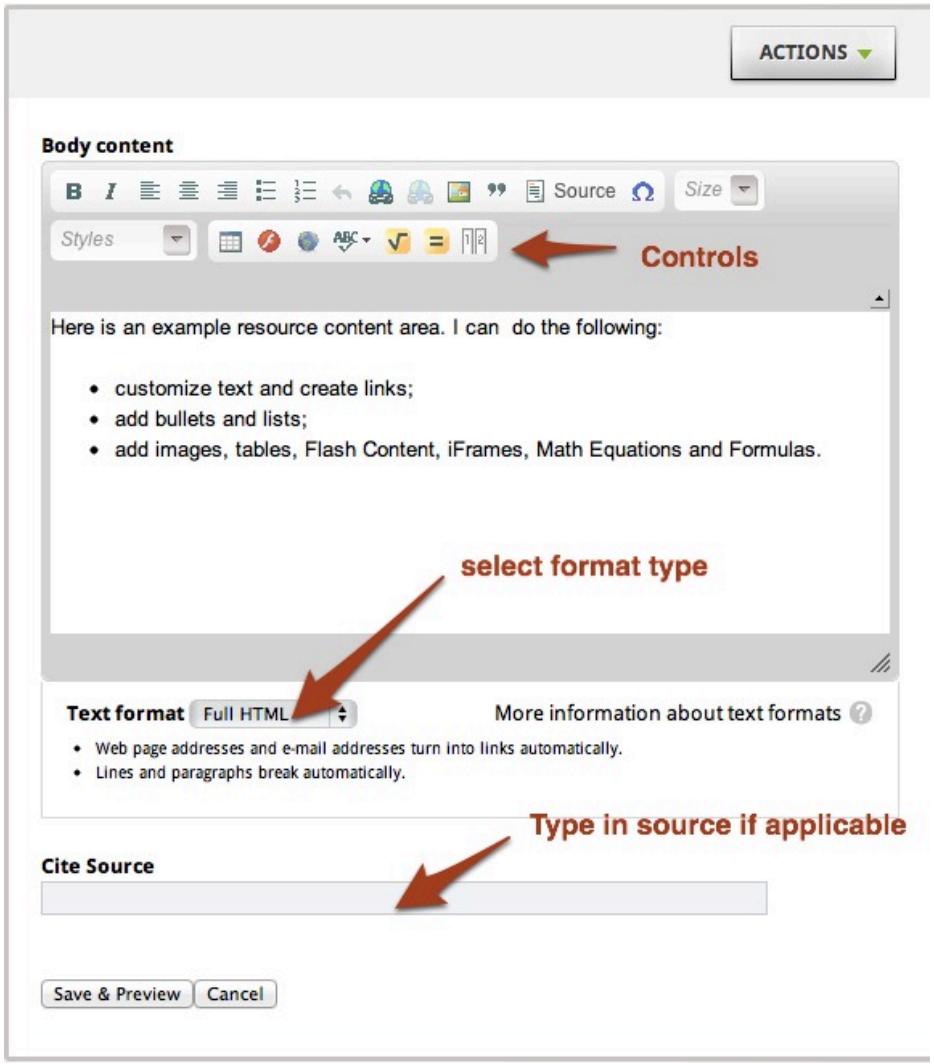
2. Add Content – HTML, Video, & Audio



   a. Click **Insert** and select type of content to add (HTML, Video, or Audio). In this example, select HTML.

   b. Content Editor: Users are presented a WYSIWIG editor that allows you to input content. *See Appendix A for breakdown of WYSIWIG editor.*

   c. Format Type: Users can select the following format types; *Filtered HTML*, F*ull HTML*, and *Plain Text*. Full HTML is the simplest version to work with and provides cleaner code than Filtered HTML. You also have the option to select the *Source Button* to input or edit HTML yourself.

   d. Cite Source: Users have the option of providing a source citation for each piece of content provided.

   e. Add Image: To add an image, select the add image button. *See Appendix B for How to Add Images*.

   f. Add Math Expression or Formula: To add a Math expression of formula, click on the **WIRIS editor**. *See Appendix C for How to Add Math Formulas and Expressions*.

   g. Add Video: A user can insert a video by clicking on **Insert** and selecting Video from the dropdown options. *See Appendix for How to Add Video to a Content Page*.

3. Select **Save & Create Another Content Page** to save your work and add an additional content page.

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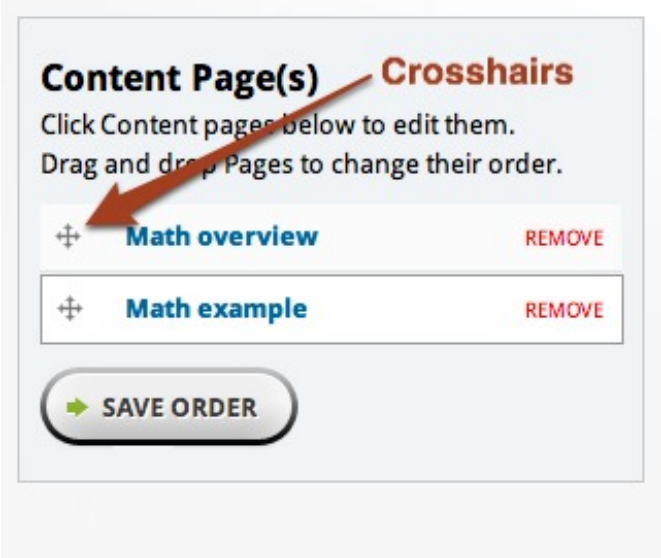
a. The user is directed to a new content page.

4. To edit content pages click on the **Content Title** from the Content Page(s) Navigation section.

   a. To open a Content Page for Editing, click on the Content Page title.

   b. To change order of the Content Pages, just drag the Content Title using the crosshairs icon. Once you've arranged the Content Pages as you'd like, click on **Save Order.**

   c. To delete a content page click on **Delete** and confirm deletion



5. Once finished adding content and satisfied with the order of the Content Pages, select **Save & Advance to Next Step**.

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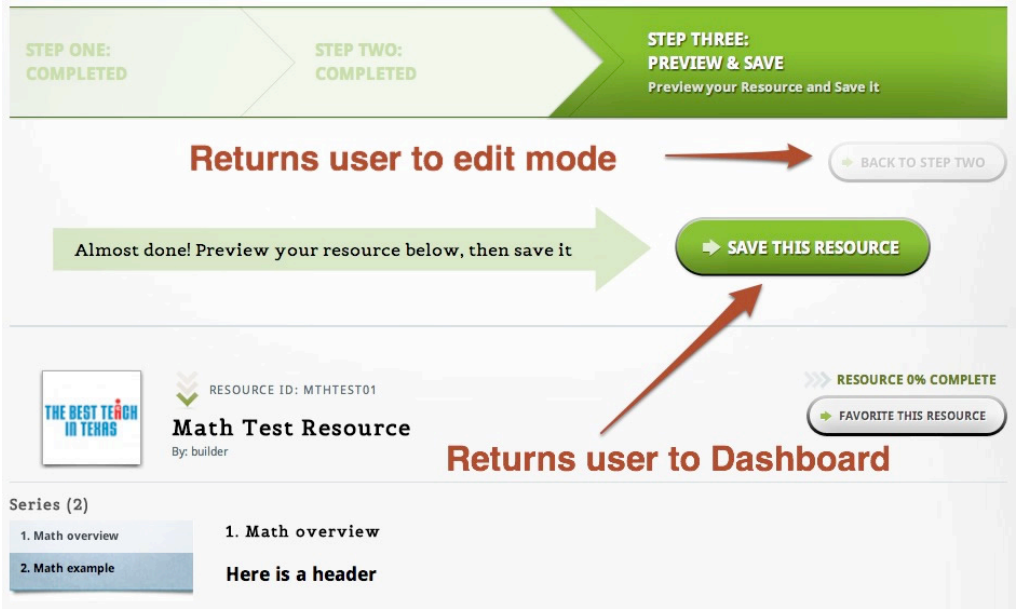
Step Three: Preview and Save

1. User can preview the page just as it will look on the live site.
2. Confirm the resource and content information is accurate then select **Save This Resource** to save.
3. If further edits need to be made, select **Back to Step Two** to make changes to the resource and content.



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Manage Existing Resources

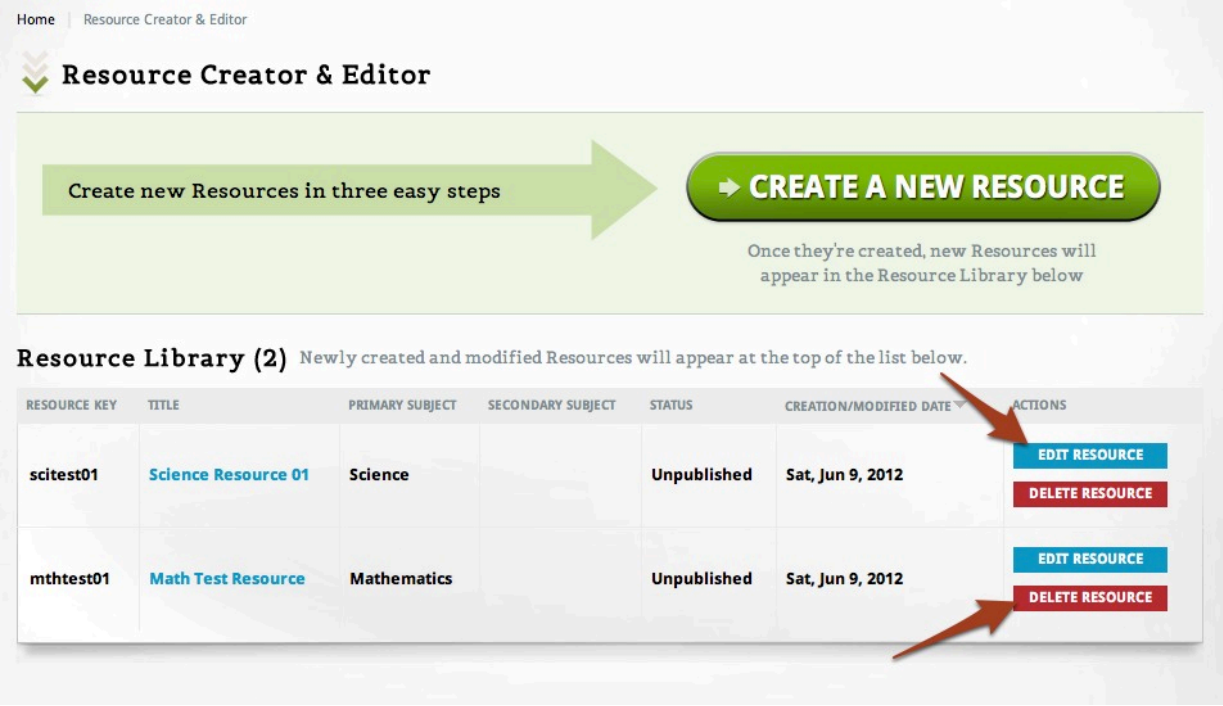
Edit Resources

To make changes to an existing resource select **Edit Resource** next to the resource title from the admin-landing page.

Delete Resources

To delete an existing resource select **Delete Resource** next to the resource title from the admin-landing page then confirm deletion.

Note: once a resource is deleted it cannot be recovered.



Additional Help

For additional help contact: projectshare@trinityeducationgroup.com

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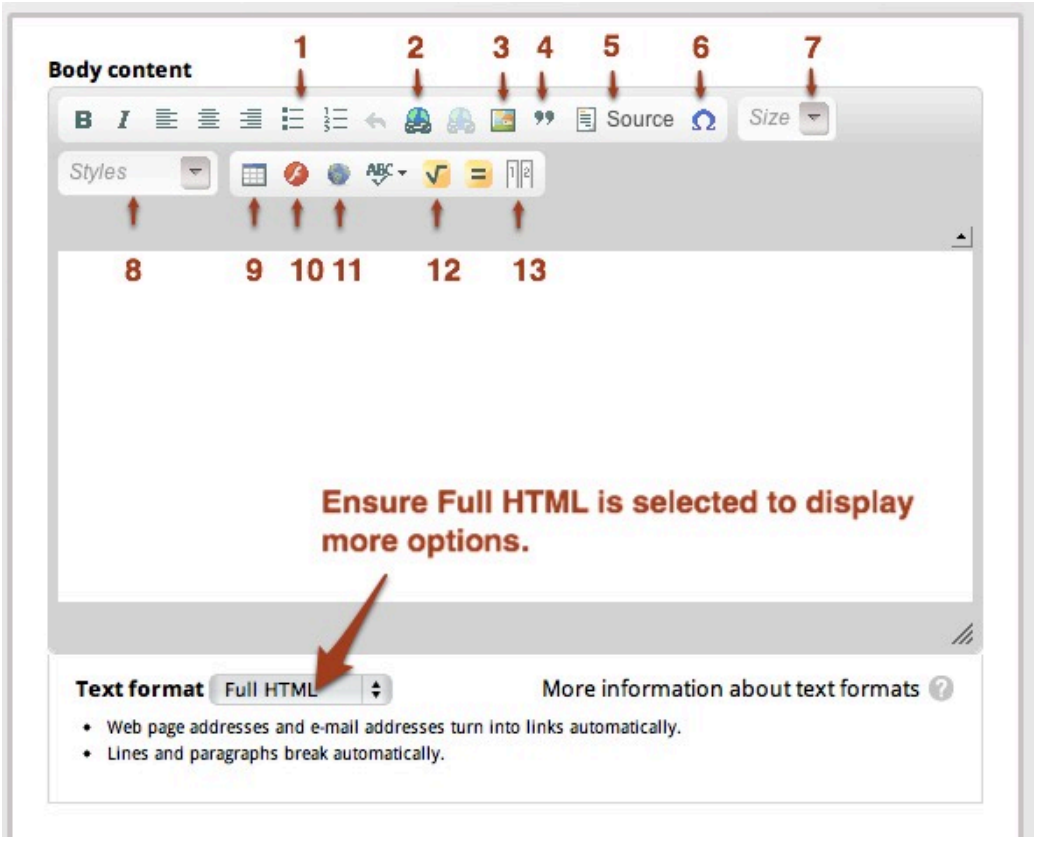
Appendix A: WYSIWIG Editor



1. List option: Numbered and bulleted
2. Link: Create a hyperlink
3. Add Image: Opens the Add Image dialog box
4. Block Quote: Adds a block quote to selected text
5. Source: Allows user to view the HTML source code for direct editing or content creation. This is a useful tool for those who know HTML.
6. Special Characters: Insert special characters
7. Font size: Change the size of selected font
8. Styles: Allows content creators to select specially formatted styles without the need for additional coding
9. Table: Insert a table
10. Flash Content: Insert Flash Content
11. iFrame: Insert an iFrame.
12. WIRIS Math Editor: Insert Math expression or equation
13. Columns: Creates two identical columns for additional layout options.

Note: Double-clicking an inserted item, such as a Flash file, image, iFrame or WIRIS Math expression will open the appropriate dialogue window for further editing.

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Appendix B: Add an image

Open Image Properties Dialogue Box

1. Click on the **Add Image** button to open the Image Properties dialogue box.
2. Link to an existing image: User can link to an existing image by clicking on the **Link** tab and providing the image URL.
3. Browse Server: User can also upload a new image or insert an existing image from the server by clicking on **Browse Server**.

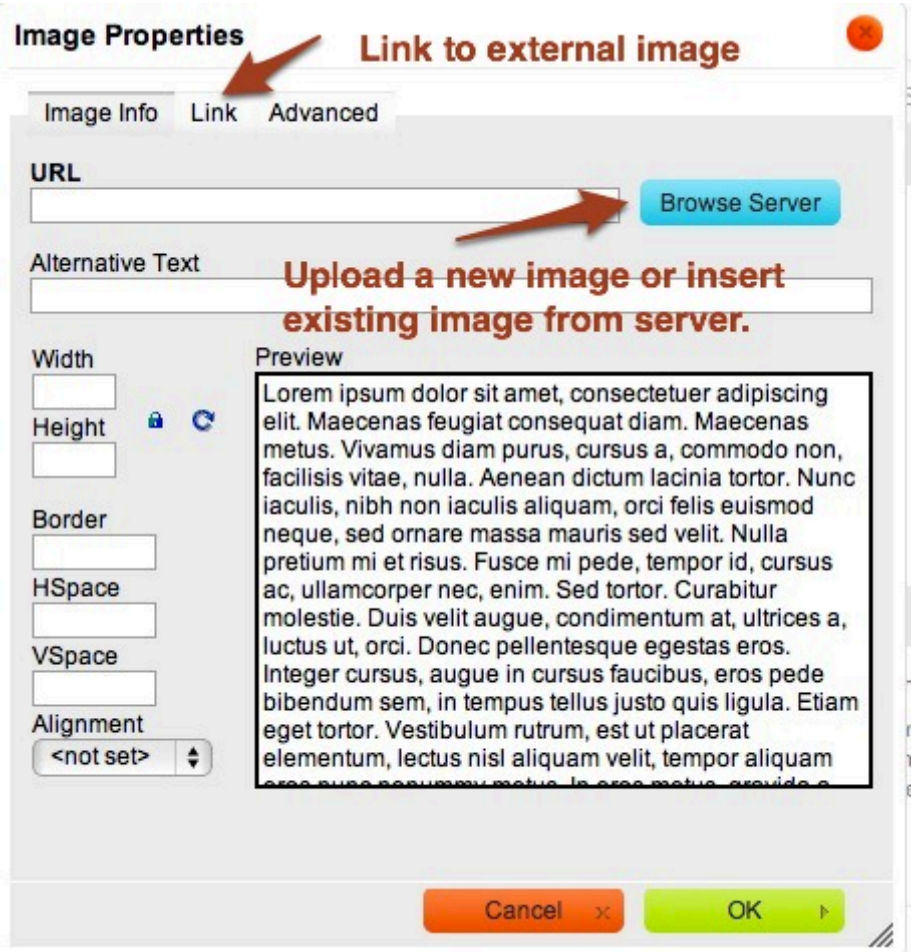
Image Properties
Link to external image
Image Info
Link
Advanced
URL
Browse Server
Alternative Text
Upload a new image or insert existing image from server.
Width
Height
Preview
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor. Vestibulum rutrum, est ut placerat elementum, lectus nisl aliquam velit, tempor aliquam
Border
HSpace
VSpace
Alignment
<not set>
Cancel
OK

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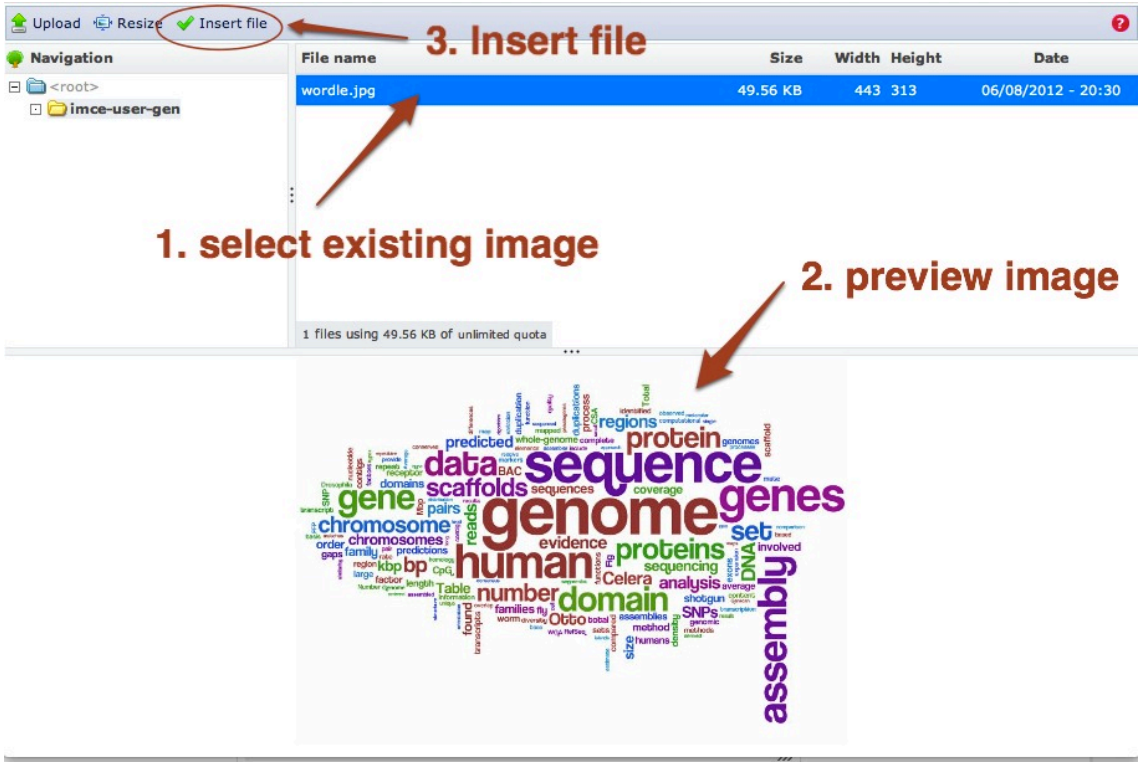
Insert an Existing File

1. Select an existing image from your preferred file directory.
2. Preview the image in the preview area
3. Click on **Insert File** to insert image.



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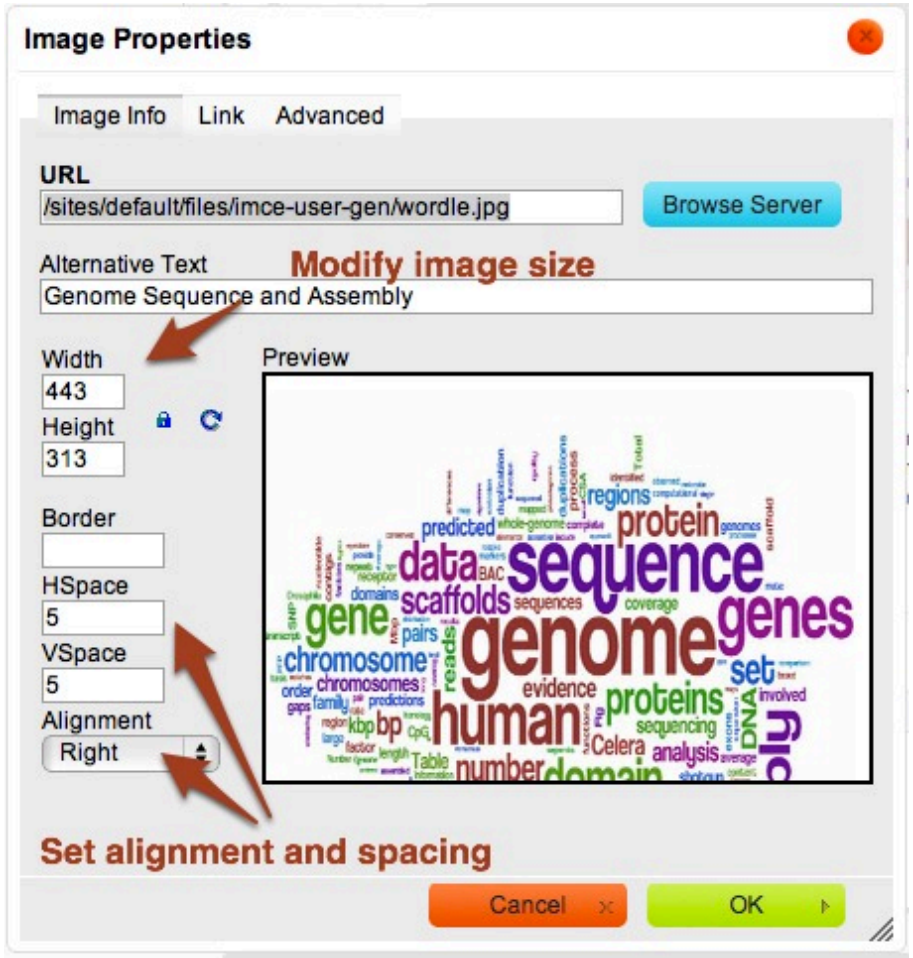
Modify Image Properties

1. Once back to the Image Properties dialogue box, a user can modify the Image before inserting into body content.
2. Alternative text: Provide alternative text so that screen readers can read text.
3. Width and Height: Modify the width and height values of an image. If the small lock icon is closed, it will preserve aspect ratio, meaning that the image's height or width will adjust according to changes in size.
4. HSpace: Adds horizontal space to an image.
5. VSpace: Adds vertical space to an image.
6. Alignment: Setting alignment does the following:
    a. aligns the image to either the lest or right of a page, and
    b. allows for text wrap



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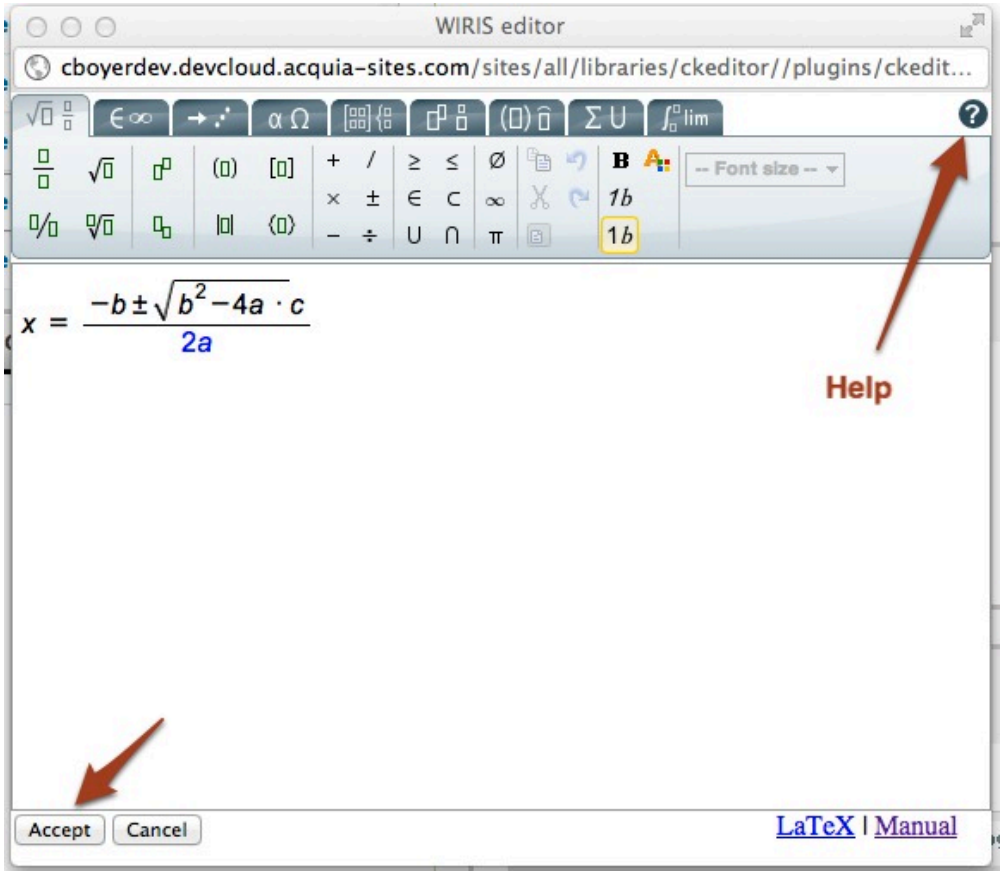
Appendix C: Add a Mathematical Expression or Formula

Open WIRIS Editor

1. Click on **WIRIS Editor**.
2. Use the WIRIS functions to add complex math symbols, equations and expressions.
3. For **Help**, click on the **?** button. The following URLs are particularly helpful:
    a. WIRIS User Manual: http://www.wiris.com/en/editor/docs/manual
    b. How to typeset symbols: http://www.wiris.com/editor3/docs/manual
4. Once satisfied with the formula, click on **Accept** to insert the formula into the body content.



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Appendix D: Add a Video

1. Click on **Insert** and select VIDEO.
2. Click on **Select Media**.

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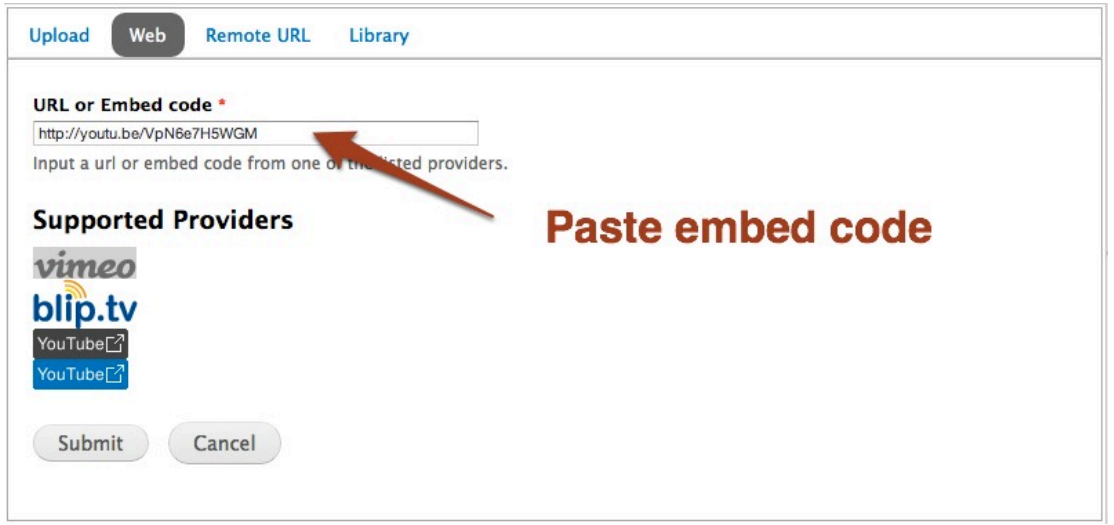
3. From here, a user can insert a video in the following ways:
    a. Upload a video to server
    b. Embed a video from YouTube, Vimeo or other providers.
    c. Link to a Remote URL
    d. Insert a video that already exists in the Library.
4. In this example, the user has provided the embed code from a YouTube video and then clicked **Submit**.



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